

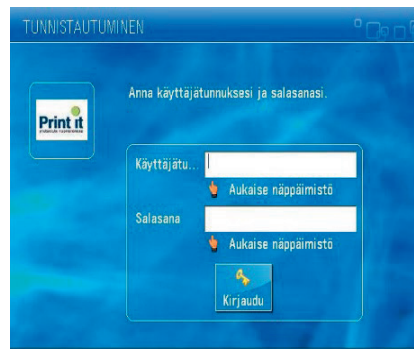
# Canon imageRUNNER ADVANCE - DEVICE QUICK GUIDE

## AUTHENTICATION



Register your identification device (student or access card) the first time you hit the card reader by pressing it onto the middle of the reader. After beeping, enter your AD username.

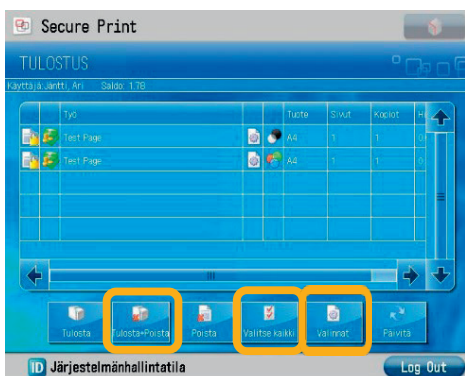
The keyboard can be found in the white fields on the screen.



Press white in the field and enter the username and password of the workstation. Note that in capital letters, for example, the Shift button remains on. Finally, press the Log button.

You can also log in with only the workstation's AD usernames.

## SECURE PRINT

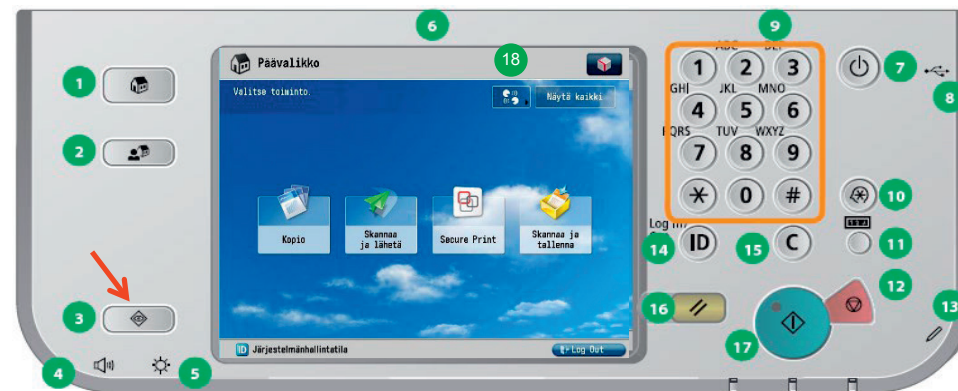


1. Select Secure Print. The work is waiting for release on the server 24h.
2. Touch print jobs to select and press Print+Remove to start printing. The print button keeps the work in line for another 10 h . You can also print everything by pressing the Select All button and finally Print+Remove.

Print settings can still be edited before printing with the Options button.

**NOTE! Do not log out before the end of printing. Output ends!**

## USER PANEL

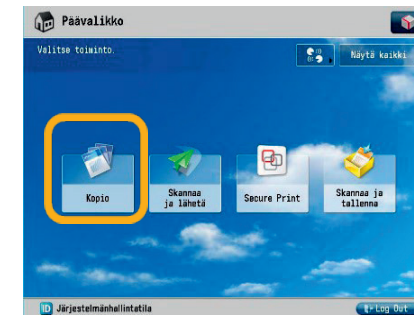


1. Main Menu button; Press when you want to return to the Main Menu screen → function change
2. Quick Menu button; Shows a previously saved action.
3. **Status control/Cancel button; Check work status , cancel print job or other paper platform (forced)**
4. Volume setting
5. Brightness Adjustment
6. The touch screen displays the window for each function
7. Power switch on the operating panel; Sleep mode or start-up
8. The USB port can be found on the side of the machine, at the mark.
9. Number Buttons
10. Setting Button
11. Meter Reading Button
12. Stop button
13. As a touch screen pen embedded in the console
14. ID button; Log in/out
15. Blank button; removes invalid keying
16. Return button; returns standard settings
17. Start button
18. Language selection

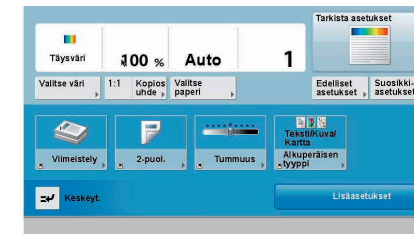
## Additional tips

- Mobile printing for pdf-files by email: [printit@jyu.fi](mailto:printit@jyu.fi)
- Printing is interrupted after 9 minutes due to automatic check-out (when touching the screen, the check-out time continues for another 9 minutes)
- In copy and scan mode, the yellow color of the screen button indicates that the option is on.
- The network printer decompresses its print queue (the same Jysecure driver as for the MFP) by simply reading the copy key.

## COPY

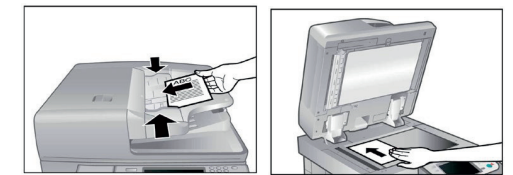


1. Press the COPY key on the touch screen



2. Choose the desired post-processing

- finishing → Sorting and staples
- Color. For color work, use Automatic. Billing is divided from the originals by color in black and white and 4-color.
- 1-sided by default
- Select Paper Size → default Auto
- Copy Ratio → default 100%



3. Setting up the originals

- Feeder → image up
- For glass → image downwards (upper left corner)

4. Press the start button



## SCANNING (E-mail / Scanjobs)



1. Place the document to be sent on a feeder or glass.
2. Select Scan and Send
3. Select Email or Scanjobs, press OK.

Scan to email function

- Scan to your own email. **NOTE! DO NOT SAVE ANY ADDRESS! My address in default format (myself@uniflow)**

Scanjobs function

- Scan to your own Scanjobs folder on the U drive

4. In the settings, OCR makes the work text searchable. Large file size.

5. Finally, press the start button (button 17)

**JYU. Think We Print**

Web support: [help.jyu.fi](http://help.jyu.fi)  
Helpline: 050 441 4030 (mo-fri 9.00 – 16.00)  
Instruction: [www.yliopistopaino.jyu.fi](http://www.yliopistopaino.jyu.fi)